

SECRET

CONTROL NO.

REPORTS INVENTORY

DDS/OF-200

PREPARE IN DUPLICATE

1. TITLE OF REPORT (if a fill-in report include Form No.)
Station Cost Record - Salaries

2. TYPE OF REPORT
☒ STATISTICAL
☐ NARRATIVE
☐ MACHINE-NAME LISTING

3. FUNCTIONAL AREA
PERSONNEL
LOGISTICS
MEDICAL
TRAINING
SECURITY
FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED
2

5. FREQUENCY (weekly, monthly, quarterly, etc.)
Each 4 weeks

6. DISTRIBUTION (No. of components not number of copies)
2

7. FORMAT (memorandum, form computer print-out, etc)
Machine Listing

8. ADP PROCESSING
☒ YES IF YES GIVE ADP PROCESSING NO.
☐ NO

9. DIRECTIVE AUTHORITY REQUIRING REPORT
Mutually Agreed upon

10. PREPARING COMPONENT (include lowest level contributing information to report)

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

OF/C&TD

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-11	\$ 6.49		32		\$207.68		13		\$ 2,699.84

B. COSTS OF COMPUTER PRODUCED REPORTS

500 pgs x 2 cys = 1,000 pgs x 3¢ = \$30.00 x 13 times =	\$ 390.00
TOTAL COSTS PER YEAR	\$ 3,089.84

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT
☐ RETAIN AS IS ☐ OTHER (explain)
☐ CHANGE
☐ DISCONTINUE

ESTIMATED SAVINGS
MAN-HOURS DOLLARS

16. DATE OF INVENTORY

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18. EXTENSION